

Saranello, Thomas G [CCC-OT_IT]

From: Saranello, Thomas G [IT]
Sent: Tuesday, September 09, 2003 6:17 PM
To: Millan, Carmelo [IT]
Subject: RE: The COB Plan and Facilities TRAM
Attachments: Ins Ques_14Wall.doc; Ins Ques_34th.doc; Ins Ques_388.doc; Ins Ques_AMEX.doc; Ins Ques_BAT.doc; Ins Ques_JSQ.doc; Ins Ques_NYSE.doc; Insurance14Wall.xls; Insurance34th.xls; Insurance388.xls; InsuranceAMEX.xls; InsuranceAMEX.xls; InsuranceBAT.xls; InsuranceJSQ.xls; InsuranceNYSE.xls

Regards,
Tom Saranello

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-----Original Message-----

From: Millan, Carmelo [IT]
Sent: Tuesday, September 09, 2003 3:53 PM
To: Spence, Garfield C [IT]
Cc: Saranello, Thomas G [IT]; Braunagel, Richard J [IT]
Subject: The COB Plan and Facilities TRAM

Garry, the COB Plan is basically finished. I'm just waiting on two or three phone numbers before I can send out a final copy to you, Tommy, and Rick. Once you guys approve it we should send out a copy to all the staff and schedule a meeting for next Thursday. I need the rest of this week to finish the Facility Tram.

As far as the Facility TRAM (due date 9/15) is concerned we really only have a few major issues.

I need to know wether you or the business control access to the closets at the BAT. The cipherlocks are a big issue when it come to compliance and I'm trying to figure out how to proceed on this.

We need to get an e-mail from Jim Carney stating that the 34th Street data center is above a sub-basement and is to expensive to relocate. Patti also mentioned there might be a similar issue with 250 West.

The Insurance Questionnaire needs to be filled out by Rick and Tommy again this year.

I need to do a walk-through of all the sites.

And finally, we need to be discuss the possibility of bringing the voice guys over to the Tel-Key process for the sites you do own, which would probably requires having all the locks re-keyed.

Thank you,

Carmelo Millan

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